

ALLENSTOWN SEWER COMMISSION
35 Canal Street, Allenstown, NH 03275
Tel. (603) 485-5600 - Fax (800) 859-0081

DATE: November 11, 2014

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:30 PM

ALLENSTOWN SEWER COMMISSION
REGULAR MEETING

Transcribed from notes by Andrea Martel

NOTE: ALTHOUGH THESE MINUTES MAY CONTAIN QUOTES, THEY ARE NOT VERBATIM. MANY SECTIONS CONTAIN A GENERAL DESCRIPTION OF THE REMARKS OF THE PARTICIPANTS AS INTERPRETED (BOTH INDICATED) BY THE TRANSCRIBER AND SHOULD NOT BE RELIED UPON AS THE ACTUAL INTENT OF THE PARTICIPANTS STATEMENTS. ADDITIONALLY, MANY STATEMENTS HAVE BEEN OMITTED, CONDENSED, AND GENERALIZED, BASED ON THE INTERPRETATION OF THE TRANSCRIBER AS TO ITS RELEVANCE, CONTENT SPECIFICITY, ACCURACY, AND/OR CONFORMITY TO ANY APPLICABLE STATUTE. THE TRANSCRIBER ASSUMES NO LIABILITY FOR THE CONTENTS OF THIS DOCUMENT.

Commissioners present: Carl Caporale Chairman; Jeffrey McNamara; and Lawrence Anderson

Commissioners absent:

Staff present: Dana Clement Superintendent; Jeff Backman Assistant Superintendent and Andrea Martel Administrative Assistant.

Other public present: Peter Boettcher and Michael Trainque.

Meeting was called to order at 4:30 PM by Chairman Caporale,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **October 28, 2014:** Larry made a motion to approve the October 28, 2014 minutes as typed. Jeffrey seconded the motion. Motion passed unanimously and minutes were signed.

II. NEW BUSINESS:

- a. **Abatement request-13 Ferry Street:** Reviewed submitted abatement request and history of usage for 13 Ferry Street. Carl made a motion to deny abatement request as not enough documentation submitted. Larry seconded the motion. Motion passed unanimously.
- b. **Any new business as necessary:** Discussed Septage haulers opening blow off valve during discharge because another cover on a grit container was damaged. Discussed current issues known that may have caused cover to be damaged: PLC faulting out, muffin monster fault, valves closing while trucks discharging

and discharging under pressure. No decisions made, will monitor trucks until further notice.

III. PROJECT UPDATES

- a. **Michael Trainque:** Surveyor work has been completed on West Street, John Jackman is continuing work on CMOM requirements; Paula Boyle is continuing work on headworks loading study, reviewing drawings submitted for James Rodger private sewer system, and the Allenstown School Board granted an extension for Bartlett and LeBlanc (homeowners on West Street) until December 15, 2014 to complete installation of private sewer system.

Carl made a motion to take a 10 minute recess. Larry seconded the motion. Motion passed and meeting was in recess at 5:05 PM.

Resumed meeting at 5:15 PM.

- b. **Pete Boettcher:** The door to the headworks building has been replaced, the other doors to be replaced will be completed on Friday 11/14/14, PRB Construction is on site working on installing mixing system in tank 8, asbestos pipe in boiler room has been removed, discussed boiler issues, reviewed quote to install a "hump" for the hauled waste trucks for easier discharging. Jeffrey made a motion to table discussion on the addition of the "hump" until the spring. Carl seconded the motion. Motion passed unanimously.

IV. OLD BUSINESS

- a. **Checkmate Payroll Service:** Andrea updated: a meeting is scheduled for Wednesday to go over how the process works in detail and to ensure process will work for our accounting system. Andrea updated the Board regarding an issue paying vendors by ACH. Payments are being entered but not being processed to vendors. Larry made a motion to authorize Alyson to enter payments and Andrea to process the payment with Jeff being an alternate to processing the payments. Jeffrey seconded the motion. Motion passed unanimously. Andrea will contact TD Bank and request two (2) additional key codes.
- b. **Any old business as necessary:** No old business to discuss.

V. CORRESPONDENCE & OTHER BUSINESS

- a. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed overtime sheet. Signed overtime spreadsheet.

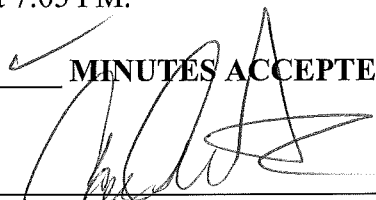
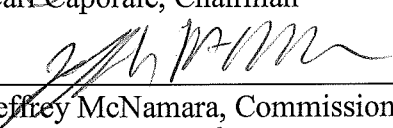

b. Review of any business with Administrative Assistant, Assistant Superintendent and Superintendent:

- i. **Jeff updates:** VueWorks conference went well; located a concrete tank by grease discharge area that was not previously known.
- ii. **Andrea updates:** Updated hauled waste totals received to date.
- iii. **Dana updates:** Located sewer main on River Road by Animal Hospital. Pipe is approximately 1 ½' deep, placed a metal plate over clean out end to be able to locate in future.
- iv. **Commissioners:** Discussed setting the 2015 Sewer Rate. Larry made a motion to set the 2015 Sewer Rate at \$7.58, a decrease of \$0.01. Jeffrey seconded the motion. Roll call vote: Larry-yes; Jeffrey-no; Carl-yes. Motion passes.

Larry made a motion to go into non-public session under RSA 91-A:3 II (e) at 6:55 PM. Jeffrey seconded the motion. Motion passed.

Jeff made a motion to come out of non-public session at 7:03 PM.

With no further business to discuss, Commissioner Anderson motioned to adjourn, second by Commissioner McNamara. The motion carried by unanimous vote; the meeting was adjourned at 7:05 PM.

<input checked="" type="checkbox"/> MINUTES ACCEPTED	<input type="checkbox"/> WITH AMENDMENT
 _____ Carl Caporale, Chairman	<u>12-23-14</u> _____ Date
 _____ Jeffrey McNamara, Commissioner	<u>12-23-14</u> _____ Date
 _____ Lawrence Anderson, Commissioner	<u>12-23-14</u> _____ Date